



Linda S. Adams
Secretary for
Environmental Protection

State Water Resources Control Board

Division of Water Rights

1001 I Street, 14th Floor ? Sacramento, California 95814 ? (916) 341-5300
Mailing Address: P.O. Box 2000 ? Sacramento, California ? 95812-2000
FAX (916) 341-5400 ? Web Site Address: <http://www.swrcb.ca.gov>
Division of Water Rights: <http://www.waterrights.ca.gov>



Arnold Schwarzenegger
Governor

March 2009

NOTICE TO WATER RIGHT PERMITTEE

The State Water Resources Control Board (State Water Board) requires that you complete and return the enclosed Progress Report by Permittee form for 2008 by June 1, 2009. The information you provide on the report is used to: (1) update our ownership records; (2) determine if you are in compliance with the terms and conditions of your water right permit; and (3) determine the amount of water beneficially used under the permit. Water Right Permits can be viewed on the web at www.waterboards.ca.gov/ewrims. The eWRIMS website also has a GIS mapping tool that shows the location of the point of diversion covered by your permit.

HOW TO FILE THIS REPORT:

An on-line reporting capability should be available next year. At this time, you must submit the Progress Report form either by mail or fax to:

Mail: Division of Water Rights, P.O. Box 2000, Sacramento, CA 95812-2000.

Fax: (916) 341-5400.

If you fax the Progress Report form, you do not have to mail it.

REQUIRED NOTIFICATION OF CHANGE IN OWNERSHIP

Please review and update the ownership information listed on the Progress Report by Permittee. The State Water Board needs the complete name, mailing address, and phone number of the current owner or agent, if applicable. State regulations require the owner of the water right to notify the State Water Board directly of any ownership change. Your county assessor's office or title company does not notify us of any ownership updates. Failure to notify the State Water Board of an ownership change within ten days prior to assessment of annual water right fees may result in your liability to pay the annual fees even if you sold the property. The annual fee notice, which is usually mailed in October, is based on the **face value** amount shown on the report form.

PERMITTED PROJECT STATUS

You are required to exercise due diligence so that your water right project is completed within the timeline specified in your permit. For your convenience, we have included your completion date on the Progress Report form. If your use of water has not commenced, or is not completed by the completion date, you may request revocation, request licensing for amounts currently used, or file a petition for a time extension. If you decide to petition for an extension of time, you need to: (1) show good cause for an extension; (2) submit the appropriate form and associated fees; and (3) comply with the required environmental regulations. You can report your water right project status by checking one of the boxes on page 1 of the Progress Report form under Item No. 4, REVOCATION, Item No. 5, PROJECT COMPLETE, or Item No. 6, PROJECT HAS NOT BEEN COMPLETED.

Please note that an approval of a time extension (or change) petition is a discretionary action as defined by the California Environmental Quality Act (CEQA) and subject to public notice. As the petitioner, you are responsible for all costs related to the environmental evaluation and the preparation of the CEQA document. Petition forms are available on our web site at www.waterrights.ca.gov/forms, or by writing or calling our office.

California Environmental Protection Agency

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REPORTING THE AMOUNTS DIVERTED

If your water project is covered by two or more water rights, you should only report your diversion and use of water for the project covered by the water right number printed on the Progress Report form. The total amount diverted and used under multiple water rights should not be combined and reported on a single form. You are required to report the amounts diverted on a monthly basis for permits authorizing direct diversion. For permits for storage, you are required to report the reservoir elevation changes and the monthly amounts withdrawn from storage, if applicable. Do not check the boxes or leave the amount blank.

LICENSING OF PERMITTED PROJECTS

Water Code section 1605 requires the State Water Board to conduct a full inspection and examination of the works constructed and the use of water as soon as practicable after receiving notification that a permitted project is completed. Unfortunately, the Division of Water Rights (Division) is unable to promptly inspect all projects reported ready for licensing due to limited resources. An inspector from this office will contact you when the Division schedules your project for inspection. To expedite the licensing process, for any permits that authorize diversion of water to a reservoir, you may retain a licensed land surveyor or civil engineer to: (1) survey the reservoir and submit the certified survey to the Division with your request for a license inspection; and (2) submit any records of diversion or calculations of beneficial use of water under the permit. Whenever possible, the Division will prioritize its field inspections based on the date that the survey and diversion/use information is submitted to the Division. Permittees failing to pay annual fees will not be a high priority for licensing.

POTENTIAL CREDITS MUST BE CLAIMED

An appropriative water right can be reduced or revoked after five continuous years of nonuse. Under certain conditions, a reduction or loss of the appropriative water right may not occur due to: (1) water conservation efforts; (2) use of recycled, desalinated, or polluted water; and/or (3) conjunctive use of groundwater and surface water. Any credit claim based on Conservation of Water (Water Code section 1011), Water Quality and Wastewater Reclamation (section 1010), or Conjunctive Use of Surface Water and Groundwater (section 1011.5) must be reported on page 2 of the enclosed Annual Progress Report form. Failure to report the amounts will deprive you of the benefits allowed under the applicable Water Code sections.

DRY YEAR CONDITIONS

Due to the dry conditions in California during the last two years, the State Water Board is requesting all water users to conserve and prevent any waste or unreasonable use of water. If you are aware of any illegal diversions or wastes of water, please contact the State Water Board's Division of Water Rights.

Thank you for your cooperation. If you have any questions or need assistance completing the form, please call the Division staff person on phone duty at (916) 341-5300.

Sincerely,

ORIGINAL SIGNED BY

John O'Hagan, Manager
Enforcement Section
Division of Water Rights

Enclosure